

**Hospice at Home**  
Carlisle and North Lakeland  
Local Care for Local People

The Company Secretary  
Hospice at Home, Carlisle and North Lakeland  
Valley Court, Barras Lane, Dalston, Carlisle, CA5 7NY

Tel: 01768 245984  
Email: lynne.robinson@hcnl.cumbria.nhs.uk  
Website: www.hospiceathome.co.uk

**APPLICATION TO BE A TRUSTEE OF  
HOSPICE AT HOME CARLISLE & NORTH LAKELAND  
(“HOSPICE AT HOME”)**

<b>Full Name</b>
<b>Address</b> ..... ..... ..... <b>Post Code</b> .....
<b>Tel Numbers:</b> <b>Home:</b> ..... <b>Mobile:</b> ..... <b>Office:</b> ..... <b>E-mail address:</b> .....
<b>Interest and Motivation</b> Please explain why you would like to become a Trustee

**Skills**

Please describe the skills you would bring to the board that are relevant to the role of Trustee for Hospice at Home?

**Further Information:**

Please provide information on the following:

1. Qualifications
2. Recent employment history
3. Voluntary work/Community involvement

You may choose to attach your CV.

**Note**

Amended 14/02/23

The Trustees meet, usually every two months and are also expected to attend Sub-Committee Meetings as required.

**Applications should be sent to:**

Company Secretary  
Hospice at Home Carlisle and North Lakeland  
Valley Court  
Barras Lane  
Dalston  
CA5 7NY

Tel: 01768 245984

We are an independent and voluntary organisation which provides nursing care for those suffering from a life limiting illness who prefer to die in their own homes and to give support and help to those caring for them.

The service is entirely free to the patients and their families.

**Note**

Trustees must be able and willing to give time to the efficient administration of the Charity and the fulfilment of its trusts. In general this would involve attending at least 12 meetings per year and being able to read papers and respond to e-mail. They will be selected on the basis of relevant experience and skills, and in the knowledge that they will take an active part in the running of the Charity.

Before becoming a Trustee, a person should consider whether, by accepting that position, he or she will be placed in a position of substantial or continuing conflict of interest. A Trustee is bound to withdraw from discussion of matters in which he or she will be subject to such a conflict.

A proper process of induction will be provided for the new Trustee. That will include a copy of the Hospice UK 20 Minute Guide to Being a Hospice Trustee.

**Selflessness**

Trustees of Hospice at Home have a general duty to act in the best interest of Hospice at Home as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.

**Integrity**

Hospice at Home's Trustees:

- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
- as well as avoiding actual impropriety, should avoid any appearance of improper behaviour;
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

**Objectivity**

In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, Hospice at Home's trustees should ensure that decisions are made solely on merit.

### **Accountability**

Hospice at Home's trustees:

- have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in Hospice at Home;
- are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to what scrutiny is appropriate to their role.

### **Openness**

Hospice at Home's trustees:

- should ensure that confidential material, including material about individuals, is handled in accordance with due care;
- should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

### **Honesty**

Hospice at Home's trustees:

- have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise. Where private interests of a trustee conflicts with their trustee duties, he/she must resolve this conflict in favour of the trustee role;
- must make relevant declarations of interest in the different circumstances and roles they play, both within and outside Hospice at Home.

### **Leadership**

Hospice at Home's trustees:

- should promote and support the principles of leadership by example;
- must respect the role of the Chief Executive. There will be circumstances under which trustees will be working directly with Hospice at Home staff. Guidelines for such working relationships must be clear to both staff and trustees and, when these occasions arise, the Chief Executive/Chair should be informed in advance.

## TRUSTEE STATUTORY DECLARATION

### I declare that:

- I am over age 18.
- I am not an undischarged bankrupt.
- I have not previously been removed or disqualified, on the grounds of misconduct or mismanagement in the administration of a charity, from trusteeship of a charity by a Court or the Charity Commission.
- I am not under a disqualification order under the *Company Directors' Disqualification Act 1986*.
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am, in the light of the above, not disqualified by the *Charities Act 1993* (section 72) from acting as a charity trustee.
- I give my consent for the charity to carry out relevant checks on me including, if necessary, identity checks, Criminal Records Bureau (CRB) checks and checks against the Charity Commission's list of removed or disqualified trustees.
- If appointed, I undertake to fulfil my responsibilities and duties as a trustee of Hospice at Home in good faith and in accordance with the law and within Hospice at Home's objectives/ mission.
- I do not have any financial interest in conflict with those of Hospice at Home (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absents myself entirely from any decision on the matter and not vote on it.

Signed

Name of Applicant

Date

## CONFLICTS OF INTEREST

- Any trustee who has a financial interest in a matter under discussion should declare the nature of his /her interest and withdraw from the room, unless he/she has a dispensation to speak.
- If a trustee has any interest in the matter under discussion which creates a real danger of bias, that is the interest affects him/her or a member of his /her household more than the generality affected by the decision, he/she should declare the nature of the interest and withdraw from the room, unless he/she has a dispensation to speak.
- If a trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, he/she should declare the nature of the interest, but may remain in the room, participate in the discussion and vote if he/she wishes.
- If in any doubt about the application of these rules he/she should consult with the Chairman.